

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB **NI-145-88-1**

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED **7-7-88**

1. FROM (Agency or establishment)  
**U.S. Department of Agriculture**

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION  
**Agricultural Stabilization and Conservation Service**


In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
**Clarice A. Crumb**

5. TELEPHONE EXT.  
**447-7885**

DATE  
**12/19/85**

ARCHIVIST OF THE UNITED STATES  


6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

|                           |  |                                   |
|---------------------------|--|-----------------------------------|
| B. DATE<br><b>6-28-88</b> | C. SIGNATURE OF AGENCY REPRESENTATIVE<br> | D. TITLE<br><b>Director, IRMD</b> |
|---------------------------|--|-----------------------------------|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARS USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
| 1           | <p><u>Conservation Reserve Program Files (CRP)</u></p> <p>Assistance to farmers and ranchers for conserving and improving soil and water resources by taking highly erodible cropland out of production and planting it to grass and trees.</p> <p>a. General correspondence on program development, funds control, compliance activities, appeals, referrals to Soil Conservation Service, Forest Service and Extension Service; reports and related correspondence.</p> <p>Destroy these files when 5 years old.</p> <p>b. Contract Folders, payment documents and related records (case files).</p> <p>Destroy 5 years after the expiration of the contract.</p> |                                   |                                  |